

- 29736

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24 August 1954

MEMORANDUM FOR: All Senior Staff and Area Division  
Personnel Officers

SUBJECT: Headquarters personnel who are assigned  
to overseas tables of organization

1. It is requested that you submit to the appropriate Career Service Board, with a carbon copy to this office, by the close of business 1 September 1954, the following information:

a. A list of all returnees who have been physically in Headquarters in excess of thirty days, and are assigned to Field tables of organization. Please give the dates the employee returned from overseas, the date the returnee report was submitted to the Career Service Board, and a brief explanation of the reason why the employee has not been reassigned to a Headquarters table of organization.

b. A list of all personnel (out casuals, TDY, etc.) who are physically in Headquarters, excluding those listed in 1 a. above, who have been on Field tables of organization in excess of three months. Please give a brief explanation of the reasons for the employee being in Headquarters while assigned to an overseas table of organization.

2. It is also requested that you submit this report the last day of each month until further notice.

3. Attached is a guide for the report form to be used.

/s/

DD/P - Admin

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Attachment

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